

Dear Shareholders/
प्रिय शेयरधारकों

विषय : केवाईसी गैर-अनुपालक फोलियो और लाभांश भुगतान - भौतिक प्रतिभूतियाँ ।

Sub. : KYC Non-compliant folios and dividend payment – Physical Securities.

- 1) SEBI, vide its circular dated November 03, 2021 (subsequently amended by circulars dated December 14, 2021, March 16, 2023 and November 17, 2023) mandated that the security holders (holding securities in physical form), whose folio(s) do not have PAN (Aadhar seeded) or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature updated, shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from **April 01, 2024**.
- 2) You may also refer to SEBI FAQs by accessing the link (Ref. :FAQ Nos. 38 & 39): https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf
- 3) Detailed communication to the concerned shareholders is appended hereunder.

धन्यवाद/Thanking you,

भवदीया/Yours faithfully,
कृते नेशनल एल्युमिनियम कंपनी लिमिटेड/
for **National Aluminium Co. Ltd.**

(एन के महान्ति)/(N K Mohanty)
कार्यपालक निदेशक और कंपनी सचिव/
ED & Company Secretary

Important Note:

Your Company, National Aluminium Company Limited (NALCO) is presently in the process of transfer its Registrar and Share Transfer Agent (RTA) services from M/s. KFin Technologies Limited, Selenium Tower-B", Plot No 31 & 32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad – 500 032, Telangana to M/s. Bigshare Services Private Limited, Office No.: S6-2, 6th floor Pinnacle Business Park, Next to Ahura Centre, Mahakali Caves Road Andheri (East) Mumbai – 400093.

नेशनल एल्युमिनियम कम्पनी लिमिटेड
(भारत सरकार का उद्यम)

निगम कार्यालय

नालको भवन, नयापल्ली, भुवनेश्वर -751 013 भारत

CIN # L27203OR1981GOI000920

National Aluminium Company Limited

(A Government of India Enterprise)

REGD. & CORPORATE OFFICE

NALCO Bhawan, Plot No. P/1, Nayapalli, Bhubaneswar-751013, India

Dear Shareholder,

Subject: (1) Non submission of KYC against your physical holdings.
(2) Intimation regarding future dividend payment – withheld vide
SEBI Circular 16.03.2023

- A) SEBI, vide its circular dated November 03, 2021 (subsequently amended by circulars dated December 14, 2021, March 16, 2023 and November 17, 2023) mandated that the security holders (holding securities in physical form), whose folio(s) are not updated with the KYC details (any of the details viz., PAN; Choice of Nomination; Contact Details; Mobile Number and Bank Account Details and signature, if any) shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from April 01, 2024. You may also refer to SEBI FAQs by accessing the link: https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf (FAQ No 38 & 39).
- B) In case of In case of non-updation of PAN (Aadhar seeded) or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios w.e.f. April 01, 2024, earlier dividend, if any, will be withheld and the same will be paid only through electronic mode upon furnishing all the aforesaid KYC details in entirety.
- C) For the purpose of updation of KYC details against your folio, you are requested to send the required details to our new RTA i.e. M/s. Bigshare Services Private Limited, Office No.: S6-2, 6th floor Pinnacle Business Park, Next to Ahura Centre, Mahakali Caves Road Andheri (East) Mumbai – 400093 or to Company through following mode:
- 1) Hard copies which should be self -attested and dated. OR
 - 2) Through electronic mode, provided that they are sent through E-mail Id of the holder registered with RTA and all documents should be electronically/digitally signed by the Shareholder and in case of joint holders, by first joint holder. Contact details of RTA and Company are available in Company's website.
- D) Shareholders can download the following forms, which are also uploaded on the website of the company:

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नालको NALCO

- 1) **Form ISR-1:** For updation of KYC details.
- 2) **Form ISR-2:** For confirmation of signature of shareholder by Banker.
- 3) **Form SH-13:** For updation of Nomination.
- 4) **Form ISR-3:** For Opt-out of the Nomination.

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